2023 BCF Grant Eligibility and Guidelines

Deadlines and General Information

The 2023 application period for the Bellevue Community Foundation's Community Grant Program will begin on Tuesday, September 5, 2023 with a deadline of Friday, September 29, 2023. A copy of the application packet can be found at bellevuecommunityfoundation.org starting on September 5, 2023.

1. All applications must be postmarked by September 29, 2023, or they will not be eligible.
2. Only Non-Profit Organizations with a 501 c3 status are eligible to receive BCF grant funding.
3. No faxed, emailed applications will be accepted. Hand delivered applications will be accepted.
4. Non-Profit Organizations can submit grant requests of up to $5000 for consideration
5. Organizations can only submit one application per grant cycle. Organizations must submit a new application for each grant cycle.
6. All applications must be typed or printed from an electronic application. No handwritten applications will be considered.
7. All questions on the application form should be answered. Supporting documents are required.
8. The grant recipient will be required to sign a grant agreement and provide a detailed report on how the funds were expended. The recipient will also agree to arrange appropriate publicity regarding the receipt of grant funding from the BCF.
9. Misuse of funds will result in a recall of the grant and ineligibility for future grant support

Please submit completed application to:

Bellevue Community Foundation
Attn: Grant Review Committee
1500 Wall Street
Bellevue, NE. 68005

Eligibility Requirements

Organizations seeking Foundation funding must meet the following criteria:

1. The organizations must provide services within the City of Bellevue or its jurisdiction, to be considered for support.
2. The organization must qualify as a 501 c3 non-profit federally tax exempt organization under the regulations of the United States Internal Revenue Service.
3. As a general rule, the Foundation does not support grant requests for:
   o General operating expenses, debt reduction or general or administrative overhead expenses.
   o Direct aid to individuals/families.
   o Projects of religion-based organizations (unless the project is secular and does not give priority or preferential treatment to the religious organization or its members).
   o Political organizations or projects.

- o Dinners, tickets, conferences.
- o Tax supported activities identified by the Foundation as being the responsibility of federal, state and local governments.
- o Organizations with an "active" grant may not apply. An "active" grant is a grant that has been awarded but not expended. This grant will not be considered "closed" until a final report has been received on the project or organization for which

Application Packet

Please submit two complete packets of the following information, assembled in the following order, with everything printed two-sided, if possible:

- Completed and signed application summary form.
- Detailed project budget showing both revenues and expenses (if grant request is for a multi-year project, please show the budget for each year).
- Project timeline, no more than one page (optional).
- Board of directors list, including contact information, affiliations and description of skills each brings to the organization.
- Federal tax exemption letter.
- Financial statements audited for the most recent fiscal year.
- Operating budget for the current year including principal source of income.
- Copy of organization's by-laws.

Review Process

Once an application has been received, a multi-stage review begins, which for the 2023 grant cycle will occur over the course of a couple weeks. Some applicants may receive phone calls and/or site visits during this process. Organizations that receive funds will be asked to be available for a check presentation and photo opportunity within a couple of weeks of the award notification.